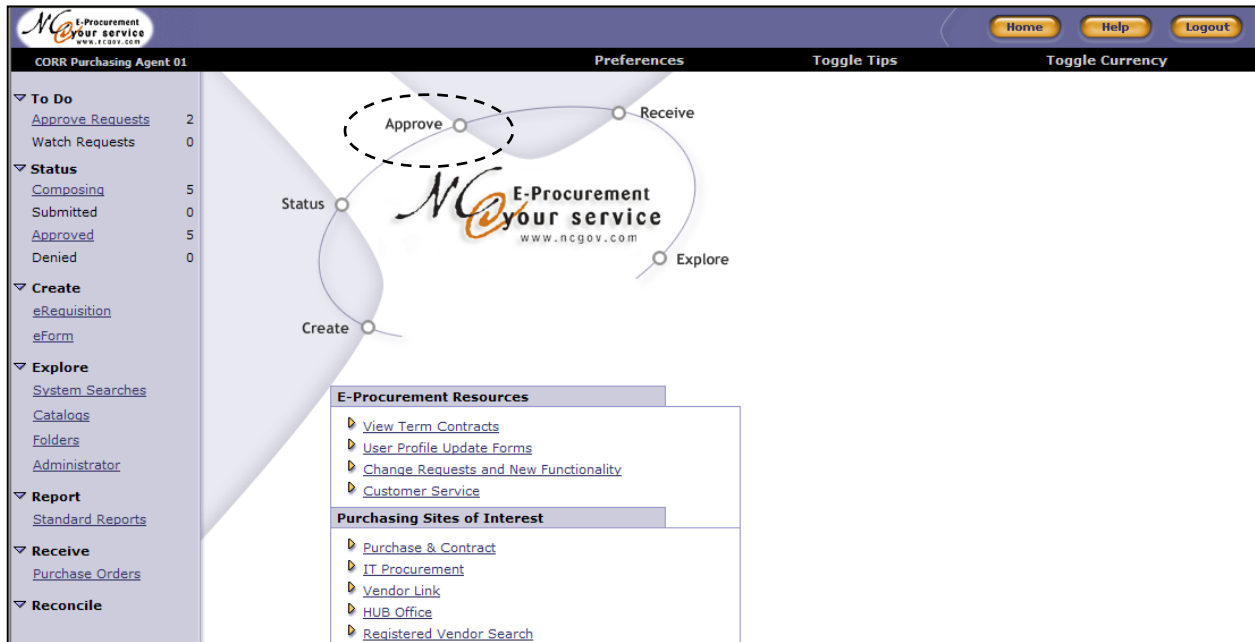


## Editing eRequisitions as an Approver

During the approval process within NC E-Procurement @ Your Service, approvers may choose to edit the eRequisition to make necessary changes. Approvers will have the ability to make these edits based on their individual permissions.



1. Click the **'Approve'** button on the Swoosh to view a list of eRequisitions awaiting approval.

**Note:** Users can also access the list of eRequisitions to be approved through the **'Approve Requests'** link in the Shortcut Menu.

**Approve Requests**

You are included in the approval flow for these requests, and you are required to approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

You have 2 requests awaiting your approval.

Type	ID	Date Submitted	Requester	Status	Title	Total
	PR82A279	Today, 2:32 PM	CORR Requestor 01	Submitted	<a href="#">Approve Requisition</a>	\$19.95USD
	PRDEV1000430	Fri, 5 Aug, 2005	CORR Requestor 01	Pending	<a href="#">Test Data for integrated reporting</a>	\$758.07USD

Buttons: [Approve](#) [Deny](#) Move to Folder: [Archive Items](#) [Move](#)

- View the eRequisition to be edited and/or approved by clicking either the eRequisition 'ID' or 'Title.'

**Approval Summary**

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow to display the previous or next request.

Request: PR82A279 of 2

**CORR Requestor 01 : \$19.95USD**

PR82A279 : [Approve Requisition](#)

Buttons: [Approve](#) [Deny](#) [Edit](#)

[Hide Details](#)

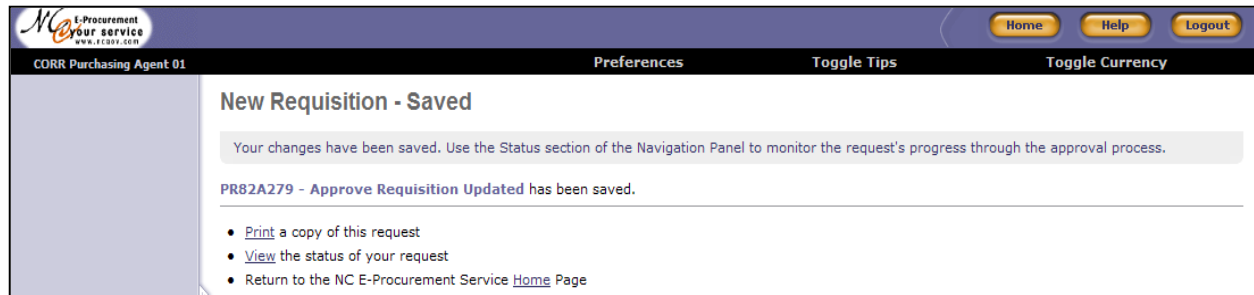
No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		BForm Test Item 5. ColorAndGeneralSizeBForm	1	each	\$19.95USD	\$0.00USD	\$0.00USD	\$19.95USD

Contract ID: BForm Test Item 5. ColorAndGeneralSizeBForm  
Supplier: [Walt's Discount Curios](#)  
Location: [Walt's Raleigh Shop](#)  
Company: 4201  
Account: 4201533190  
Center: 4201131012005

- Click the 'Edit' button.

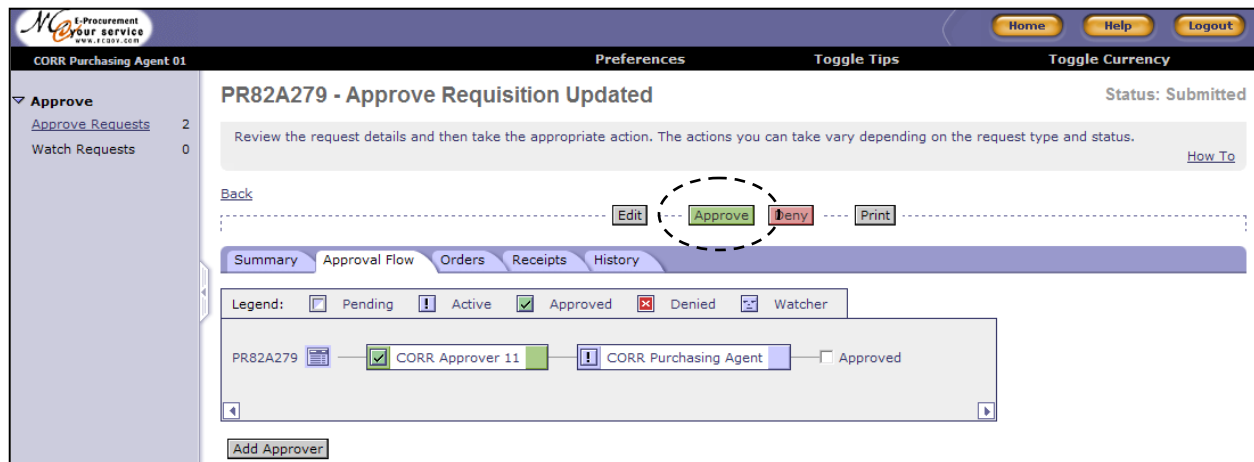
**Note:** Some users may view the 'Confirm Edit' page. This page confirms the user will be editing the selected eRequisition. To avoid viewing this page in the future, place a checkmark in the checkbox beside, 'Don't show this page again (reset in preferences).' Click 'OK.'

- Make the necessary edits to the eRequisition.
- Click 'Submit' to submit the changes. The 'New eRequisition – Saved' page is displayed.



6. Click **'View'** the status of the request.

**Note:** After making edits to the eRequisition, the request will still need to be approved.



7. Click **'Approve'** to approve the request.

8. Enter any necessary comments and click **'OK.'**